

REQUEST FOR PROPOSALS
for
ACTUARIAL VALUATION
For the
WALTHAM CONTRIBUTORY RETIREMENT SYSTEM

The purpose of this proposal is to provide the Waltham Contributory Retirement Board with a full actuarial valuation of system funding requirements and actuarial liabilities as defined in Massachusetts General Laws, Chapter 32, as amended, and to provide appropriate disclosure financial statement information to conform to the requirements of GASB 25 & 27, and any other successor GASB pertaining to pensions. The successful respondent will also work with the Waltham Retirement Board to develop a funding schedule, acceptable by the Retirement Board.

The Waltham Contributory Retirement System reserves the right to accept or reject any and all proposals.

I. General System Information:

- A. The system provides defined benefits for retirement, including disability (accidental, ordinary, death and survivors benefits). It covers all employees and inactive members in Groups 1, 2 & 4, as defined in MGL, Ch 32. There are approximately 950 active, 154 inactive, and 766 retired members. Membership is mandatory for permanent employees working in a position at 20 hours or more per week. Contribution rates are defined in MGL, Ch 32, and Section 22. As of December 31, 2018, the Waltham Retirement System had assets of \$233,265,532.25.
- B. The WALTHAM and/or the Waltham Contributory Retirement System has accepted the following provisions of Chapter 32:
 - 1. MGL, Ch 32, section 22, Paragraph (b½) of subdivision (1) – removal of \$30K cap.
 - 2. MGL, Ch 32, section 6 (1), ten year vesting for ordinary disability pension.
 - 3. MGL, Ch 32, section 90G½ allowing incremental benefits post age 70.
 - 4. MGL, Ch 32, section 90G¾ allowing incremental benefits post age 70.
 - 5. 22D funding schedule.
 - 6. Ch 188 of the Acts of 2010, ERI (21 employees/3 yrs added to service or age).
 - 7. MGL, Ch 32, section 103, relative to COLA payments to retirees.
 - 8. Section 51 of Ch 127 of the Acts of 1999, relative to COLA payments to retirees.
 - 9. Section 1 of Ch 157 of the Acts of 2005, relative to benefits for accidental disability retirees who are also veterans as defined in MGL.
 - 10. Sections 27 & 28 of Ch 131 of the Acts of 2010, relative to an increase in section 101 benefits from \$6,000 annually to \$9,000 to \$12,000 annually.
 - 11. Existing funding schedule reflects being fully funded by 06/30/2032.
- C. Much of the membership information data is maintained on the PTG software program.
- D. The last actuarial valuation performed on the system was as of January 1, 2017. This valuation is available.

II. Minimum Specifications:

- A. This proposal is to provide the Waltham Retirement Board with an actuarial valuation of system actuarial liabilities and funding requirements to fully fund the accrued costs over a period not to exceed the appropriate time frame outlined in Chapter 32. The effective date of the valuation report shall be January 1, 2021.
- B. Establish reasonable actuarial assumptions related to data provided by the Waltham Contributory Retirement System.
- C. Determine the funded position of the system and assess the necessity to adopt refinements to its funding program.
- D. Provide actuarial liabilities and such other information as may be required in relation to Government Accounting Standards Board (GASB) numbers 25 & 27 and any other successor GASB pertaining to pensions.
- E. Each report must show, at a minimum:
 - 1. Past service and future funding obligations of the system, assuming the following:
 - a. Effects of the options previously described under General System Information.
 - b. Each of the reports will be required to separate water & sewer departments as separate entities for the amortization of normal and past service costs (enterprise funds have been established).
 - c. Each of the reports will be required to separate the Waltham Housing Authority to show actuarial status of Authority as independent from the Town.
 - d. Post retirement benefits and terminal leave costs.
- F. Be available to represent the Waltham Contributory in discussion with PERAC regarding any modifications to the existing funding schedule.

III. Access to Records:

The Waltham Contributory will provide the successful respondent all data and statistical information determined necessary for the performance of the work described previously. Membership data is maintained on manual records, PTG computer program, etc. You may assume that all membership and financial data will be available for your review and use.

Membership data is maintained in the format required by PERAC.

IV. Instructions for Submission of Responses

The Original, 6 hard copies, and a disk of the bidder's responses and attachments must be delivered in the same sealed package **no later than Friday October 4, 2019 3:00 p.m. EST.** **The Cost Proposal must be submitted under separate cover in a separate sealed envelope. Failure to meet this requirement will result in disqualification of the bid.** Responses and

attachments received after this deadline will not qualify as a "submission: for deadline purposes in advance of or in lieu of a hard copy submission. Responses and attachments should be delivered to

Karen A Doucet
Executive Director
Waltham Contributory Retirement
25 Lexington Street
Waltham, MA 02452

V. Duration and Renewal Options

The Board intends to enter into a Seven (7) year contract with the selected bidder(s) for the services solicited in this RFP.

VI. Fee:

Please state your fee for the above minimum work. Also, please state your hourly billing rate for preparation of additional reports, if requested.

VII. Additional Information:

If further information is necessary, please contact:

Karen A Doucet
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25 Lexington Street
Waltham, MA 02452
781 314-3230
Retirement@city.waltham.ma.us

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